

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO PEP List No. 02-45

Includes Change No. 1

Revised April 7, 2003

**PRODUCTS AND SERVICES FURNISHED BY QUALIFIED COMMUNITY
REHABILITATION PROGRAMS**

PEP list is continuous.

The Partners in Employment Program (PEP) is a partnership between State government and Community Rehabilitation Programs (CRP) to provide employment for persons with disabilities as authorized under Chapter 103D, Hawaii Revised Statutes, by contracting for goods and services with the State and Counties.

Goodwill Industries of Hawaii, Inc. is the PEP coordinator. It furnishes the State with a list of qualified community rehabilitation program providers and the type of goods and services each provider can furnish to interested State and County agencies. Although agencies are not required to purchase from these providers, they are encouraged to do so.

There is no requirement for submitting a request for approval to purchase outside this PEP list. However, agencies are reminded to comply, when applicable, with administrative or other requirements, e.g., tax clearances, etc.

The goods and services are listed by category in the PEP list. A detailed description of these goods and services and the contact phone numbers for each provider are attached. (Attachments 1-8)

Negotiations for the terms and conditions of the purchase, including the price, shall be on an individual basis between the participating State or County purchasing agency and the CRP. The agreed upon price of the good or service shall not exceed the fair market price.

State and county agencies may enter into a written agreement against which funds are encumbered or against which a purchase order is issued; or may issue a purchase order without an underlying agreement. When a purchase order is issued, include the following information on the purchase order:

1. SPO PEP List No. 02-45.
2. Reference to any signed agreement(s).
3. Delivery address.
4. Contact person and telephone number.

Your participating agencies may submit a vendor evaluation form to this office should the need arise. A copy of our form is attached to this PEP list. (Attachment 9)

PRODUCTS

Nursery (Plants)

1. Ka' Lima O' Maui

SERVICES

Drilling and Sanding

1. Lanakila

Food Service

1. Goodwill Industries of Hawaii, Inc.
2. Kona ARC-Kona Krafts
3. Lanakila
4. Opportunities for the Retarded

Groundskeeping/Landscaping

1. The ARC of Hilo
2. Goodwill Industries of Hawaii, Inc.
3. Ka' Lima O' Maui
4. Kona ARC-Kona Krafts
5. Lanakila
6. Network Enterprises

Industrial Sewing

1. Goodwill Industries of Hawaii
2. Lanakila

Laundry Services

1. The ARC of Hilo

Maintenance/Custodial Services

1. The Arc of Hilo
2. Goodwill Industries of Hawaii, Inc.
3. Ka' Lima O' Maui
4. Kona ARC-Kona Krafts
5. Lanakila
6. Network Enterprises
7. Opportunities for the Retarded

Nursery Services

1. Ka' Lima O' Maui

Office Services

1. Goodwill Industries of Hawaii, Inc.
2. Kona ARC-Kona Krafts
3. Lanakila
4. Network Enterprises
5. Opportunities for the Retarded

Packaging Services

1. Lanakila
2. Opportunities for the Retarded

Personal Assistance

1. Ka' Lima O' Maui

Retail Sales/Cashiering

1. Goodwill Industries of Hawaii, Inc.
2. Opportunities for the Retarded

Transportation Services

1. Kona ARC-Kona Krafts

Warehousing Services

1. Goodwill Industries of Hawaii, Inc.

PRICE LIST AVAILABLE ON THE INTERNET AND HAWAII FYI. The price list is available at the SPO website:

<http://www2.hawaii.gov/priceapps/showprice.cfm?&ShowAll=Yes>

Agencies without Internet access, but with computer and modem may retrieve a copy of this price list via the State's **Hawaii FYI** electronic gateway by dialing the following modem number:

Hawaii	974-6683
Kauai	274-3641
Lanai	1-800-243-7133
Maui	984-2050
Molokai	1-800-243-7133
Oahu	587-4917

At the main menu select *Hawaii Internet Services Menu*, then click on *State Price Lists* for the current listing. If assistance is required to access Hawaii FYI, call the ICSD Assistance Center at 586-1919 from Oahu and 1-800-252-1132 from the neighbor islands.

Questions relating to this PEP list may be directed to Clarence Fukumoto at 587-4707.

/s/ Robert J. Governs

ROBERT J. GOVERNS, CPPB
Procurement Officer

Attachment (8)

cc: Laura Robertson, Goodwill Industries of Hawaii, Inc.

The ARC of Hilo

1099 Waianuenue Avenue
Hilo, Hawaii 96720

Phone: (808) 935-8534

FAX: (808) 961-0148

E-mail address: mgleason@hiloarc.org

Contact: Mike Gleason, Executive Director

Year Established: 1954

Number of Employees and Trainees: 245

Mission Statement/Population Served:

The mission of the ARC of Hilo is to improve the quality of life for people with mental retardation and developmental disabilities in East Hawaii. Hilo Arc's beliefs and philosophy regarding the mentally retarded and developmentally disabled are based on the recognition of individual human rights, normalization principals, and on the developmental model. Based on these beliefs, Hilo Arc acknowledges the following:

Individuals have the right to live, work and play in the least restrictive individually appropriate environment;

Individuals have the right to a comprehensive and integrated individualized habilitation program and services designed to maximize development; and

Families play a central role in the lives of mentally retarded and developmentally disabled adults and children.

Products/Services Available:

☐ Janitorial Services - Floor maintenance, cleaning of offices and restrooms.

☐ Landscaping and Groundskeeping Services - Poison, cut, trim, etc.

☐ Laundry - Various laundering services.

Customers Who Have Utilized The Arc of Hilo's Services:

Federal Building / Post Office

University of Hawaii at Hilo Dormitory

State of Hawaii Facilities

Private Homeowners

County Parks

Pricing Information:

Must see Job Site to produce quotes. To obtain a bid, please call (808) 935-8534 to make an appointment.

Goodwill Industries of Hawaii, Inc.

2610 Kilihau Street
Honolulu, Hawaii 96819-2020

Phone: (808) 836-0313

FAX: (808) 833-4943

E-mail address: CHiga@higoodwill.org

URL: <http://www.higoodwill.org>

Contact: Clyde Higa, Director of Contracts

Year Established: 1959

Number of Employees and Trainees: 431

Mission Statement/Population Served:

Goodwill Industries of Hawaii, Inc. is a non-profit organization that has served the Hawaii community for over 40 years. Goodwill is committed to our mission of being a leader in partnering with people with disabilities and other employment barriers, providing them the opportunity to achieve their full potential through skills preparation and career development. Through counseling, training, and employment services, we help people who are challenged physically, mentally, and economically to help themselves.

Products/Services Available:

☐ Custodial/Janitorial Services - Commercial custodial services to include general cleaning, in addition to advanced techniques, such as special floor care and maintenance.

☐ Retail Sales/Cashiering - Services in the retail industry in customer service and cashiering.

☐ Ground Maintenance - General ground maintenance of large landscaped areas, walkways, and special situations. Parking structure cleaning, de-greasing, and power washing.

☐ General Office Work - Clerical services utilizing state-of-the-art computer work stations and the latest in industry-based word processing, spreadsheet, and database software.

☐ Food Service - Food preparation, dishwashing, cashiering, line service, and other food service experiences.

☐ Shelf-Stocking - Warehousing and shelf-stocking services.

☐ Industrial Sewing/Product Assembly and Packaging - Commercial sewing of uniforms and other specialized items; Product assembly and shrink wrapping services.

Customers Who Have Utilized Goodwill's Services:

PJKK Federal Building	Kapiolani Medical Center
Defense Commissary Agency, Ft. Shafter	Liberty House
US Army Corp of Engineers, Ft. Shafter	Hilton Hawaiian Village
Paradise Farms	Pearl Harbor Naval Shipyard
General Services Administration	Waimea Falls Park
Kamehameha Garment Company	Heritage Graphics Inc.
Oceanic Cable-Roadrunner	

Pricing Information:

As prices for individual projects may vary, please contact Clyde Higa at 836-0313, to obtain a competitive

Ka' Lima O' Maui

95 Mahalani Street
Wailuku, Hawaii 96793

Phone: (808) 244-5502

FAX: (808) 244-2077

E-mail address: kalima@maui.net

Contact: Jamie Woodburn, Exec. Director

Year Established: 1954

Number of Employees and Trainees: 130

Mission Statement/Population Served:

Ka' Lima O' Maui provides vocationally directed services aimed at maximizing the consumer's level of self-sufficiency and support. Services are targeted to the disabled and economically disadvantaged. All programs and work services are employment-focused with the acquisition of a job the ultimate outcome for consumers of service.

Products/Services Available:

☐Nursery - Ka' Lima operates the largest commercial plant nursery in Central Maui. The nursery specializes in large volume propagation of bougainvillea, ground covers, hedging plants, shade and flowering trees. The nursery grows plants for the individual homeowner, as well as the commercial landscaper.

☐Department of Labor-Office of Community Services - Training and Employment Program. This program provides individuals who are economically disadvantaged with work experience at the facility or in the community, personal development skills through modules taught by staff, job development and placement services, and follow-up services to ensure success on the job

☐Thrift Store - The agency operates a moderately-sized thrift store that has scheduled pick-ups covering all of Maui.

☐Medicaid Waiver Services - The agency provided the following services to eligible consumers which enables them to integrate into the community and receive assistance in the home which prevents institutionalization or becoming homebound. The services which the agency can provide are: Personal Assistance, Adult Day Health, Respite, Habilitation, and Habilitation-Supported Employment.

☐Ground Maintenance and Janitorial - Ka' Lima also has large commercial grounds and custodial maintenance crews, with over \$800,000 in service contracts.

Vocationally directed services provided under POS contract agreement with the State of Hawaii include: Vocational Evaluation and Work Adjustment Training, and a Training and Employment Program. The services provide opportunities to evaluate, train, and place program consumers. Employment related services are provided to all consumers to facilitate their transition to work and ensure for their success.

Ka' Lima's target populations include persons with disabilities and persons who are economically disadvantaged. Its workers with disabilities include persons who are developmentally disabled, chronically mentally ill, and/or those who are physically disabled.

Pricing Information:

All products and services are priced competitively, using either State or Federal prevailing rates to set all wage and product prices.

To obtain a bid or quote, contact the agency at (808) 244-5502 and specify which products or services are of interest. When necessary, time studies will be completed to determine a piece rate for product assembly.

Kona ARC-Kona Krafts

PO Box 127
Kealahou, HI 96750

Phone: (808) 323-2626
FAX: (808) 323-9444
E-mail address: gretchen@konakrafts.org
URL: <http://www.konakrafts.org>
Contact: Gretchen Lawson, Executive
Director

Year Established: 1962
Number of Employees and Trainees: 53

Mission Statement/Population Served:

Mission: Kona ARC (Kona Krafts) is a private non-profit 501(c)3 corporation for persons with disabilities, their advocates and families. Kona ARC believes that people with disabilities are as individual in their needs, abilities and gifts as any other cross section of society. Kona ARC is committed to helping persons with disabilities achieve the fullest possible independence and participation in society according to their wishes.

Products/Services Available:

☐ Custodial/Janitorial Services - Commercial custodial services to include general cleaning, in addition to advanced techniques, such as special floor care and maintenance.

☐ Ground Maintenance - General ground maintenance of large landscaped areas, walkways, and special situations.

☐ General Office Work - Clerical services, coordination of transportation services (dispatch), mail sorting and preparation.

☐ Food Service - Food preparation, dishwashing, and other food service experiences.

☐ Transportation Services: Operates three 15 passenger vans, (1 with wheelchair accessibility) one minivan with wheelchair accessibility. Provides rides on an on-call basis for persons with disabilities.

Customers Who Have Utilized Kona ARC's Services:

Keakealani State Courthouse-DAGS
University of Hawaii Cooperative Extension-Kainaliu
Bank of Hawaii
First Hawaiian Bank
Department of Health-Kealahou
Kona Village Resort
Various private homes and business

Pricing Information:

As prices for individual projects may vary, please contact Dennis Riordan at 323-2626 to obtain a competitive quote for any of the above-mentioned projects.

Lanakila, Building Independence for Challenged Lives
1809 Bachelot Street
Honolulu, Hawaii 96817

Phone: (808) 531-0555
FAX: (808) 533-7264
Contact: John Donlin, Director-Workforce
Development Services.

Year Established: 1939
Number of Employees and Trainees: 350

Mission Statement/Population Served:

Lanakila is a non-profit organization whose mission is to provide services and supports that allow individuals with physical, mental, or age-related challenges to live a quality life as independently as possible within our community.

Products/Services Available:

☐ Administrative/Clerical Service - data entry, mail stuffing, sorting and filing.

☐ Custodial Services – on-site janitorial services, including floor and carpet care.

☐ Drilling and Sanding.

☐ Food Service – year-round catering services.

☐ Groundskeeping/Landscaping – provides grounds maintenance, including grass and hedge trimming, curbside edging, and fertilizer application.

☐ Sewing – produce personal items, such as cushions, small bags, garments, aprons, mops, and kitchen accessories.

☐ Packaging Services – collating, envelope stuffing, poster rolling, attaching product labels, and shrink-wrapping.

Customers Who Have Utilized Lanakila's Services:

Ala Moana Health Center
Aliamanu Military Reservation
Hickam Air Force Base
Keehi Refuse Station
Kaneohe Marine Corps Base Hawaii
Pearl Harbor Naval Ship Yard
Tripler Army Medical Center
Wheeler Army Airfield
Youth Correctional Facility

Pricing Information:

Pricing information provided upon request by contacting John Donlin.

Network Enterprises

2828 Pa'a Street, Ste. 3015
Honolulu, Hawaii 96819

Phone: (808) 833-1923

FAX: (808) 833-3676

E-mail address: nei@gte.net

Contact: Roland Talbot, President & CEO

Year Established: 1985

Number of Employees and Trainees: 65

Mission Statement/Population Served:

Network Enterprises is organized exclusively to provide social and vocational rehabilitation services to socially, physically, and/or psychologically disabled persons on a non-profit basis.

Products/Services Available:

☐ Grounds maintenance and janitorial services - Grass cutting, curbside edging, hedge trimming, weeding, fertilizing, and watering. Vacuuming, sweeping, mopping, cleaning, and sanitizing.

☐ Clerical services, including bulk mailing and collating - Mail-outs, stuffing envelopes, boxing, collating, packaging, sorting, stapling, assembling, filing, data entry, proofing.

Customers Who Have Utilized Network Enterprises' Services:

State Department of Health

State Department of Public Safety

Board of Water Supply

DLNR - State Parks Division

DLNR - Land Management Division

DLNR - Forestry and Wildlife Division

Pricing Information:

Pricing may be determined upon specifications of each individual project. Contact Roland Talbot at (808) 833-1923 for quotes.

Opportunities for the Retarded, Inc. (ORI)

64-1510 Kamehameha Highway
Wahiawa, Hawaii 96786

Phone: (808) 622-3929

FAX: (808) 621-8227

E-mail address: helemano@hula.net

Contact: Ann Higa / Paulette Lee

Year Established: 1980

Number of Employees and Trainees: 150

Mission Statement/Population Served:

ORI provides services to persons with developmental disabilities/mental retardation in the following areas: education, training, employment services, housing, and recreational services.

It is the philosophy of the agency that all members of the community can be productive to the best of their abilities. As such, productive work is rewarded with dignity, pride in one's self, and with monetary rewards.

Products/Services Available:

☐ Custodial/Janitorial Services - Cleaning of offices, restrooms, general perimeter policing, and all related tasks.

☐ Food Service/Mess Attendant Services - Mess attendance and/or related food services including food preparation and catering, sanitation, busing, cleaning of dining facilities, dishwashing, and all related tasks.

☐ General Product Fulfillment - Stocking, packaging, and preparation of orders for mailing or order fulfillment. Can include labeling, assembly, packaging, shrink wrap for all types of products and merchandise.

☐ Retail Services - Management and daily operations of retail and related support services.

Customers Who Have Utilized ORI's Services:

Camp H.M. Smith
Schofield Barracks
Other private companies

Naval Computers and Telecommunications
Area Master Station
Helemano Military Reservation

Pricing Information:

Pricing is done on an individual project basis and is dependent on the customer's particular requirements. Custodial/Janitorial, Mess Attendant, and Retail Services are priced on an annual rate (or prorated as necessary). Product fulfillment is generally priced on a per piece rate.

For more information on pricing or to obtain a bid/quote, please contact Ann Higa or Paulette Lee at (808) 622-3929. A statement of work (scope of services) or product sample would be most helpful in obtaining an accurate quote.

STATE PROCUREMENT OFFICE

VENDOR EVALUATION

Using agencies are requested to use this form to report complaints or commendations to the State Procurement Office.

The reporting of complaints or commendations will assist the State Procurement Office in evaluating vendor's performance and at the same time permit proper exchange of information between State Procurement Office and the supplier so that deficiencies or trouble areas can be identified and isolated for correction before they become serious problems.

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NAME OF VENDOR:

☐ COMPLAINT: ☐ COMMENDATION:
☐ DELIVERY ☐ QUALITY ☐ QUANTITY ☐ PERSONNEL ☐ PRICE ☐ OTHER

Give detailed explanations in the space below. Be as specific as possible. Feel free to state manner in which you believe complaint should be settled.

<u>Purchase Order Number</u>	<u>P/O Contract Date</u>	<u>Service or Commodity</u>	<u>Quantity Ordered</u>	<u>Details of Complaint or Commendation with Suggested Remedy if Appropriate</u>
_____	_____	_____	_____	_____

Explain how seriously this incident affected the agency:	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

AGENCY: _____

BY: _____
Name Title Phone No. Date